DEPARTMENT OF THE ARMY



. HEADQUARTERS BRIGADE
UNITED STATES ARMY NORTH ATLANTIC TREATY ORGANIZATION
Unit 21420
APO AE 09705-1420

REPLY TO ATTENTION OF

ACSH-C

27 July 2006

MEMORANDUM FOR CIVILIAN EMPLOYEES AT US ARMY NATO BRIGADE

SUBJECT: US Army NATO Brigade (USANATO) Policy Letter #4, Right of Civilian Employees to Present Complaints to or Request Assistance from the Inspector General (IG)

- 1. All civilian employees have the right to present complaints, grievances, or requests for assistance to the Inspector General. These may include what civilian employees reasonably believe evidences fraud, waste, and abuse.
- 2. Before visiting the Inspector General consider whether the issue can be solved by an immediate supervisor first, or by using one of the procedures in paragraph 3.
- 3. Civilian Personnel Regulations prescribe procedures for civilian employees to use in submitting complaints that pertain solely to civilian employment matters. These include complaints on such personnel actions as reductions-in-force, removals, disciplinary measures, and similar actions. To submit this kind of complaint, contact the local Civilian Personnel Officer, Mr. John Driscoll (Building 208, Room 125 A, SHAPE, or telephone DSN 423-5465), who will provide information about the pertinent regulations and procedures to follow. To submit a complaint about discrimination in employment because of race, color, religion, sex, age, national origin, or handicap condition, contact the Equal Employment Opportunity Officer, SFC Denise Guidry, Building 306 Room 204 B, SHAPE, or telephone DSN 423-3805.
- 4. To report matters other than civilian employment, or about violations of regulations or procedures in processing complaints about personnel actions that have not been resolved by a supervisor, visit, call, or write the Inspector General at:

NAME: LTC Daniel L. Fitzgerald OFFICE HOURS: 0900-1730

ADDRESS: Bldg 306, Room 204 A, SHAPE TELEPHONE: Commercial: 032 (0) 65 44.43.83

Cell: 0477 64.70.02 DSN: 423-4383 FAX: 423-8094

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5. If the Inspector General's response does not seem fair, complete, or in accordance with law and regulation; or if contacting the local Inspector General may compromise employee interests, write or call the Department of the Army Inspector General (DAIG) or the Inspector General, Department of Defense (IG, DOD) Hotline. The telephone numbers are:

DAIG: 1-800-752-9747 (Toll free within CONUS)

Commercial: 001 (703) 693-5080

DSN: (312) 223-5080

IG, DOD Hotline: 1-800-424-9098 (Toll free within CONUS)

DSN (312) 664-8799

Website: www.dodig.ods.mil/hotline

- 6. Report complaints about hazardous (unsafe or unhealthy) work conditions by using procedures in Chapter 3, AR 385-10.
- 7. The IG has a duty to protect confidentiality to the maximum extent possible. This is true for all persons who ask the IG for help, make a complaint, give evidence, contact or assist an IG during an inspection or investigation, or otherwise interact with an IG.
- 8. Department of the Army personnel are prohibited from taking any action that restricts filing a complaint, seeking assistance, or cooperating with the inspector general, or a member of Congress. Disciplinary or adverse action cannot be initiated for filing a complaint, seeking assistance, or cooperating with the Inspector General, a member of Congress or any agency established to receive such complaints. However, persons who lie or knowingly make false accusations to the Inspector General are subject to disciplinary action.

ONALD H. WOOLVERTON

Colonel, AG Commanding